# CITY OF SAN JOSE ANNUAL BUDGET PROCESS

# RESIDENTS

October

November

December

January

February

March

April

May

June

公

# MAYOR & CITY COUNCIL

## CITY ADMINISTRATION

### Input on Budget Priorities and Direction Through:

- Direct contact with Mayor and City Council
- Customer and Community-wide Surveys

#### Review of Prior-Year Financial and Service Results

Provides feedback and guidance to Administration on service enhancement priorities

#### Annual Report of Prior-Year Financial and Service Results

Report to City Council and Community on results achieved

#### Begin Update of City Service Area (CSA) Five-Year Strategic Business Plans and Two-Year Action Plans

CSAs develop service delivery and investment strategies for upcoming budget process with employee involvement

#### Transmit to Council City Manager's **Budget Request and Updated 5-Year** Forecast and Revenue Projections for the General Fund and Capital Improvement Program

Projects revenues for next 5-year period. Projects General Fund expenditures at amounts that allow same service level as previous year

# Mayor's Budget Message

Provides more specific direction for preparation of the Proposed Budget

#### Finalize Proposed Business/Action Plans and Investment Strategies

CSAs incorporate strategic planning and City Council direction into results-driven spending plans

#### **Evaluate Investment Strategies and** All Other Budget Issues

Analyze Investment strategies and other service delivery options within context of fiscal outlook

## Initial Public Hearing on **Proposed Budget**

City Council meets to receive public input on Proposed Budget

#### Review Proposed Budget in **Budget Study Sessions**

Working sessions with City Manager, CSA and department representatives to review details of the Proposed Budget

#### Release of Mayor and City **Council Budget Documents**

Requested reports and amendments to the Proposed Budget

#### Release CSA Business Plans and City Manager's Proposed Budget/Capital Improvement Plan

Provide strategic service planning context and City Administration's proposed revenue projections and balanced spending plan

#### Release of City Manager's **Budget Addenda**

Administration's reports and amendments to the Proposed Budget are submitted for City Council review during Budget Study Sessions

#### Public Hearing on Final Proposed Budget Modifications

Last opportunity for public input on Proposed Budget

#### Mayor's Final Proposed **Budget Modification** Memorandum

Changes to Proposed Budget based on feedback from City Council and Public

# Final City Council Budget Adoption